

Town of North Hempstead Building Inspector I position

GENERAL STATEMENT OF DUTIES

Inspects building construction, alterations, and repairs to ensure compliance with legal requirements; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position requires the use of judgment in making determinations and enforcing compliance with laws, codes, and ordinances.

TYPICAL DUTIES

- * 1. Performs field inspections of new construction and alterations to existing structures in order to determine compliance with building and zoning codes, safety and health regulations, specifications, adequate workmanship, and proper quality of materials used.
- * 2. Investigates complaints of violations of building codes, ordinances, and regulations.
- * 3. Explains and interprets legal requirements relating to building construction and alterations, to taxpayers, contractors, and other concerned parties.
- * 4. Investigates structural damage caused by fire, accident, or deterioration, to determine the feasibility of repair or demolition.
- * 5. Inspects new construction for possession of the necessary permits.
- * 6. Tests the soil at construction sites, and surveys the surrounding area for any visible signs of settlement of structures.
- * 7. Takes samples of materials for laboratory testing by engineers.

- * 8. Notifies property owners, contractors, or their authorized representatives of any violations discovered, and reinspects building to insure correction of violations.
- * 9. Reviews plans and specifications, and recommends approval or disapproval of the issuance of permits.
- *10. Maintains records of all inspections, and prepares related reports.
- *11. Performs regular inspections of buildings used for recreation and public assembly to insure fitness for use.
- *12. Issues summonses and testifies at trials.
- 13. Recommends purchase of new equipment, as required.

*TYPICAL ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

- 1. Considerable knowledge of the materials and methods used in building construction.
- 2. Considerable knowledge of the various codes, laws, zoning ordinances, and regulations relating to the construction, alteration, and repair of buildings.
- 3. Knowledge of multiple residence law.
- 4. Ability to recognize faulty construction or hazardous conditions created by fire, accident, or deterioration.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

(continued)

- 5. Ability to read, interpret, and enforce compliance with plans and specifications.

6. Ability to establish and maintain effective working relationships with associates and the public.
7. Ability to follow both oral and written instructions.
8. Ability to maintain records and prepare reports.
9. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and, either

- a. Three years of satisfactory contracting and/or inspection experience in any of the building trades,
or
- b. Two years of satisfactory experience as a Building Inspector.

Necessary Special Requirement

Continuing possession of an appropriate class, valid Driver's License issued by the State of New York.

- NOTE:**
1. Education, at a regionally accredited or New York State registered college or university with courses in engineering, may be substituted for the experience outlined in (A) or (B) above, on a year-for-year basis, up to a maximum of two years for (A) or one year for (B).
 2. Experience, as outlined above, in excess of the respective requirement may be substituted for high school education on a year-for-year basis, up to a maximum of two years.